MANIPUR 🦁 GAZETTE

EXTRAORDINARY
PUBLISHED BY AUTHORITY

No. 250	Imphal, Friday, November 29, 2024	(Agrahayana 8, 1946)

MANIPUR UNIVERSITY OF CULTURE
PALACE COMPOUND, IMPHAL EAST

NOTIFICATION
Imphal, the 18ᵗʰ November, 2024

No. 1/4/15-MUC(Estt-Rec)/2022 : Consequent upon the convey for recruitment of 7 (Seven) nos. of Non Teaching employees of this university vide Govt. of Manipur Secretariat : Art & Culture Department letter no.MUC-1/3/2020-AC-A&C dated 6th February,2024 and in exercise of the powers conferred under Statute No. 11(2)(v) of the Statutes of the University as appended to The Manipur University of Culture Act, 2015 read with Section 27(1)(p) of the Act and in accordance with Statute No. 38 of the Statutes of the university, the Executive Council as per the decision taken on Agenda No. 1 in its 3ʳᵈ Meeting of 2024 held on 16ᵗʰ November,2024, the following Ordinances regulating recruitment to 7(Seven) nos. of Posts of Non Teaching employees as specified in Schedule - I are hereby framed and published in the official Gazette as required under Section 42(1) of the Act as given below:

ORDINANCES FOR DIRECT RECRUITMENT TO 7(SEVEN) NOS. OF NON-TEACHING POSTS OF MANIPUR UNIVERSITY OF CULTURE

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1. SHORT TITLE AND COMMENCEMENT:

(i) These Ordinances shall be called the " *Ordinances for direct recruitment to 7(Seven) nos. of non-teaching posts of Manipur University of Culture*"

(ii) They shall come into force from date of passing/adoption by the Executive Council as mandated under Statute No. 38(5) of the Statutes of this University [w.e.f. 16ᵗʰ November,2024].

2. DEFINITION:

In these rules, unless there is anything repugnant to the subject or context:-

(a) " Academic Council" means the Academic Council of the University.

(b) "Chancellor", "Vice-Chancellor" means the Chancellor and Vice-Chancellor of Manipur University of Culture.

(c) "Department" means a Department of Studies

(d) "Executive Council" means the Executive Council of the University.

(e) "Governor" means the Governor of Manipur.

(f) "State Government" means the Government of Manipur.

(g) "Statutes", "Ordinances" and "Regulations" means respectively, the Statutes, Ordinances and Regulations of the University.

(h) "University" means Manipur University of Culture.

3. Selection Committee:

(1) Notwithstanding anything contained in any orders/circulars/memorandum issued earlier, the university shall hold Competitive Examination or selection by a Selection Committee for selection of candidates for recruitment to the posts in accordance with procedures laid down in Schedule-II (Chapter-II) for making recommendations to Executive Council for appointment to 7 (seven) nos. of posts of non-teaching employees of the university.

(2) The university shall, after recommendations of the Executive Council, prepare a merit list of candidates and forward such list to the Government for approval and only after the covey approval of the Government for financial implications, appointment to 7(seven) nos. of posts of non teaching employees shall be issued by the University.

4. POWER TO AMEND:

Notwithstanding anything contained in these ordinances, the Vice-Chancellor, Manipur University of Culture with the approval of Executive Council shall have the right to amend or effect any change in these ordinances at any time as and when considered necessary.

5. POWER TO REMOVE DIFFICULTIES:

If any difficulty arises in the application of these ordinances, this university may issue appropriate orders/requisitions as deemed necessary, for removing such difficulties.

6. INTERPRETATION:

If any question arises as to the interpretation of these ordinances, it shall be decided by the Executive Council whose decision shall be final.

SCHEDULE-I

The posts of non-teaching employees for which the direct recruitment is held, shall consist of the following:-

Sl No.	Name of Post	No. of Posts for Direct Recruitment	Pay Scale [Pre-revised]
1	Controller of Examinations	1[UR]	37400-67000 + GP 10000
2	Assistant Controller of Examinations	1[UR]	15600-39100 + GP 5400
3	Assistant Librarian	1[UR]	15600-39100 + GP 6000
4	Assistant Registrar	1[UR]	15600-39100 + GP 5400
5	Computer Programmer	1[UR]	9300-34800 + GP 4400
6	Office Assistant	2[UR]	5200- 20200 +GP 2000

SCHEDULE-II

[Chapter-I]

Essential qualifications/ Eligibilities of non-teaching employees , approved by the Executive Council in its 18th meeting held on 9th December,2022 , for which the direct recruitment is held are given below:

1. **Essential qualifications/ Eligibilities of Controller of Examinations** :

   (i) Master's Degree with at least 55% of the marks (or an equivalent grade in a point scale wherever grading system is followed) in the relevant degree from an Indian/foreign University.

   (ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration,

   or

   (iii) Comparable experience in research establishment and/or other Institutions of higher education,

   or

   (iv) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.

   # Tenure/term of 5(five) years [Statute No.7(2) of The Statutes of The University appended to The Manipur University of Culture Act, 2015]

   $ Age limit : Below 55 years as on 01.01.2025

2. **Essential qualifications/ Eligibilities of Assistant Controller of Examinations:**

   Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.

   # Age : below 38 years (upper age limit is relaxable by 5 years for SC/ST candidates & by 3 years for OBC candidates).

3. **Essential qualifications/ Eligibilities of Assistant Librarian:**

   i) A Master's Degree in Library Science, Information Science or Documentation Science , with at least 55% marks (or an equivalent grade in a point –scale, wherever the grading system is followed)

   ii) knowledge of computerization of a library.

   iii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC,

CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be:

Provided that the, candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institution awarding the degree, and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions subject to the fulfilment of the following conditions:-

a)The Ph.D. degree of the candidate has been awarded in the regular mode

b) The Ph.D. thesis has been evaluated by at least two external examiners;

c) Open Ph.D. viva voce of the candidate has been conducted;

d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;

e) The candidate has presented at least two papers based on his/her Ph.D work in conferences/seminars sponsored /funded/supported by the UGC/ICSSR/CSIR or any similar agency.

Note:

(i) The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.
(ii) NET/SLET/SET shall also not be required for candidates in such Master's Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

    # Age : below 38 years (upper age limit is relaxable by 5 years for SC/ST candidates & by 3 years for OBC candidates).

4. **Essential qualifications/ Eligibilities of Assistant Registrar:**

Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.
Age : 18-38 years (upper age limit is relaxable by 5 years for SC/ST candidates & by 3 years for OBC candidates).

5. **Essential qualifications/ Eligibilities of Computer Programmer:**

B.E. in Computer Engineering/Master of Computer Application (MCA)

Desirable Qualifications
i. 5 (five) year experience in programming/data warehousing

ii. Knowledge of Manipuri and English

Age : 18-38 years (upper age limit is relaxable by 5 years for SC/ST candidates & by 3 years for OBC candidates).

6. **Essential qualifications/ Eligibilities of Office Assistant:**

Graduate who have completed a Course on Computer Concepts (CCC) DOS + Windows + MS Office + Multimedia + Internet) of a Central/State recognized Institute.

Age : 18-38 years (upper age limit is relaxable by 5 years for SC/ST candidates & by 3 years for OBC candidates).

7. **Reservation:** Reservation policy of the State Government which is in force at the time of this recruitment notification shall be followed.

[Chapter-II]

PLAN OF SELECTION

A. Controller of Examinations:

The selection process shall comprise of two successive stages:

1. Screening for short listing of the candidates to be called for interview,

2. Interview by the Selection Committee consisting of following members *[vide Statute No. 17 of the Statutes of the University appended to The Manipur University of Culture Act, 2015]*:

1	Vice-Chancellor
2	Nominee of the Chancellor
3	Two members of the Executive Council nominated by it
4	One person not in the service of the university nominated by the Executive Council

3. The Vice-Chancellor shall convene and preside at the meeting of the Selection Committee
   Provided that the meeting of the Selection Committee shall be fixed after prior consultation with, and subject to the convenience of the Chancellor's nominee and the experts nominated by the Executive Council.

Provided further that the proceedings of the Selection Committee shall not be valid unless where the number of Chancellor's nominee and the persons nominated by the Executive Committee is three in all, at least two of them attend the meeting. *[Statute No. 17(3) of the Statutes of the University appended to The Manipur University of Culture Act, 2015]*

4. If the Executive Council is unable to accept the recommendations made by the Selection Committee, it shall record its reasons and submit the case to the Chancellor for final orders. *[Statute No. 17(4) of the Statutes of the University appended to The Manipur University of Culture Act, 2015]*

5. The interview shall be of 250 marks

B. <u>Assistant Controller of Examinations & Assistant Registrar</u>:

The selection process shall comprise of two successive stages:

1. A written test consisting of 2(two) papers as given below:

| 1 | Essay Paper | 25 (twenty five) marks | 1 (one) hour |
| 2 | General Studies | 100(hundred) marks | 3(three) hours |

Note : 1. General Studies paper will consist of 100 nos. of Multiple – Choice type questions each carrying 1 mark for correct answer with a total of 100 marks.

2. There will be no negative marks for incorrect answers or questions not attempted.

3. Scheme of the General Studies paper is given below:

Sl No.	Section	No. of Questions	Total marks
1	General Intelligence & Reasoning	25	25
2	General Knowledge	25	25
3	Quantitative Aptitude	25	25
4	English Language	25	25
Total		100	100

2. An Interview of 50 marks ; the number of candidates to be called for interview is 20 times of the no. of posts.

C. **Assistant Librarian:**

The selection process shall comprise of two successive stages:

1. A written test consisting of 2(two) papers as given below:

| 1 | Essay Paper | 25 (twenty five) marks | 1(one) hour |
| 2 | General Studies | 100(hundred) marks | 3(three) hours |

Note : 1. General Studies paper will consist of 100 nos. of Multiple – Choice type questions each carrying 1 mark for correct answer with a total of 100 marks.

2. There will be no negative marks for incorrect answers or questions not attempted.

3. Scheme of the General Studies paper is given below:

Sl No.	Section	No. of Questions	Total marks
1	General Intelligence, Reasoning & Quantitative Aptitude	25	25
2	General Knowledge	25	25
3	Library Science	25	25
4	English Language	25	25
Total		100	100

2. An Interview of 50 marks ; the number of candidates to be called for interview is 20 times of the no. of posts.

D. **Computer Programmer :**

The selection process shall comprise of two successive stages:

1. A written test consisting of 2(two) papers as given below:

| 1 | Essay Paper | 25 (twenty five) marks | 1 (one) hour |
| 2 | General Studies | 100(hundred) marks | 3(three) hours |

Note : 1. General Studies paper will consist of 100 nos. of Multiple – Choice type questions each carrying 1 mark for correct answer with a total of 100 marks.

2. There will be no negative marks for incorrect answers or questions not attempted.
3. Scheme of the General Studies paper is given below:

Sl No.	Section	No. of Questions	Total marks
1	General Intelligence, Reasoning & Quantitative Aptitude	25	25
2	General Knowledge	25	25
3	Computer Science	25	25
4	English Language	25	25
Total		100	100

2. An Interview of 50 marks ; the number of candidates to be called for interview is 20 times of the no. of posts.

E. **Office Assistant :**

The selection process will comprise of one stage only i.e. written test only [*as per Government of Manipur Department of Personnel and Administrative Reforms (Personnel Division) Office Memorandum No. MISCDP-1/23/2024-DP-DP dated 14th June,2024*].

i)   The written test will consist of 1(one) paper of 100 nos. of Multiple Choice Type Questions each carrying 1 mark for correct answer with a total of 100 marks.

ii)   The duration of the test will be 3(three) hours.

iii) There will be no negative marks for incorrect answers or questions not attempted.

iv)   Scheme of the paper is given below:

Sl No.	Section	No. of Questions	Total marks
1	General Intelligence & Reasoning	25	25
2	General Knowledge	25	25
3	Quantitative Aptitude	25	25
4	English Language	25	25
Total		100	100

LAISHRAM RADHAKANTA,
Registrar, Manipur University of Culture.